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The Commonwealth of Massachusetts

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SECRETARY OF THE COMMONWEALTH

DIVISION OF THE CENSUS

DECENNIAL CENSUS OF 1965

INSTRUCTIONS TO ENUMERATORS

Study these instructions carefully before beginning work and carry this pamphlet with you during your work.

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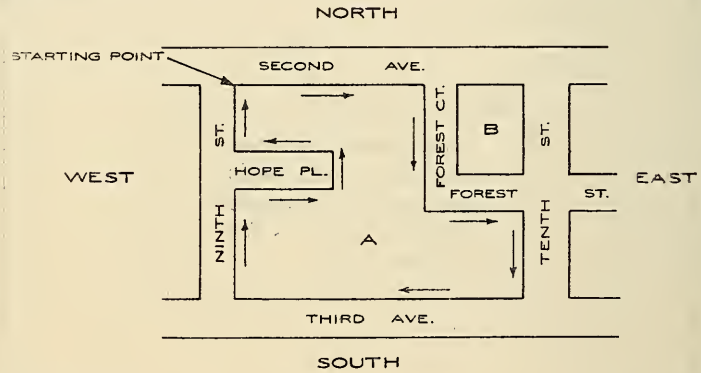
DECENNIAL CENSUS OF 1965

A SUGGESTION AS TO HOW THE CANVASS FOR THE CENSUS SHOULD BE MADE

In all cities and towns having a system of house numbers and in all other cases in towns where practicable, the enumerator should select the junction of some two streets in his district as a starting point and proceed to canvass the block, keeping to the right and going in and out of every court, alley or passageway, turning each corner, and thus keeping on around the block until the point of starting is reached, making sure that he has gone around and through the entire block before leaving it. Do not go back and forth across the street. When the first block is finished, then take the next adjoining block and canvass it similarly. The arrows in the following diagram indicate the manner in which a block containing an interior court or "place" should be canvassed.



Note that the block marked "A" is to be fully canvassed before work is undertaken in block "B." It is obviously necessary to make the canvass of the entire district, block by block, in this systematic manner, in order to make certain that no buildings have been omitted and also that they are not needlessly visited a second time.

INSTRUCTIONS TO ENUMERATORS

1. All Buildings to be Visited. —Remember that the first and most important function of the census is to count the people. In order to insure this result you must understand that *you are to visit personally every building in your district* whether it has the appearance of a dwelling or not; and you must furthermore enumerate every person found or supposed to be living in such building, with certain exceptions noted in Paragraph 16, obtaining the information required with regard to all persons in your district and entering the same upon the census family card.

Before leaving a building make sure that you have enumerated all persons living therein. Inquire specifically whether there are any members of such family, or persons who formerly lived with them, serving in or with the armed forces* of the United States; whether there are any boarders or lodgers or servants or any other person in the same house; or whether any members of the family are temporarily absent.

Be careful not to overlook persons living entirely alone, whether living in a business block or occupying a room or rooms in a public building, stable, garage, factory, storehouse, or warehouse, and having no other usual place of abode; or a person living alone in a cabin, hut, or tent; or a person living, that is, sleeping regularly, on a boat or wharf and having no other place of abode. Each such unattached person constitutes for census purposes a family, and a family card should be made out for each such person.

The word "family," for census purposes, has a sowewhat different application from what it has in popular usage. It means a *group of persons living togeher in the same dwelling place.* The persons constituting this group may or may not be related by ties of kinship, but if they live together forming one household they should be considered as one family. Thus a servant who sleeps in the house or on the premises should be included in the enumeration with the members of the family for which he or she works. Again, a boarder or lodger should be included with the members of the family with which he lodges; but a person who boards in one place and lodges or rooms at another should be returned as a member of the family at the place where he lodges or rooms. It should be noted, however, that two or more families may occupy the same dwelling house without *living together.* If they occupy separate portions of the dwelling house and their housekeeping is entirely separate, they should be returned as separate families. Any person *living alone* also constitutes family for census purposes; and

*See Paragraph 14.

all the persons living in a lodging house or hotel, including lodgers and servants, constitute one family.

2. Families not at Home at First Visit.—In case a family is not at home on the occasion of your first visit, or in case the only persons at home are young children or other persons not able to give intelligently the required information about the members of the family, you should make an entry of the street and number in the space marked "Residence" on the family card and make a call later for the purpose of obtaining the information required.

PERSONS TO BE ENUMERATED BY YOU

3. The Census Day.—The Census Day is January 1, 1965, and all entries on the family card should report *facts as they are or were on that day.* It is of the utmost importance to remember this in order that the returns of the census may be tabulated and presented on the same basis throughout the Commonwealth. Note, therefore, that all persons *living* on the Census Day are to be enumerated. This includes persons born on January 1, 1965, but not those born after January 1, although they may have been born prior to the enumerator's visit; on the other hand, persons dying after midnight of January 1, should be enumerated.

4. Usual Place of Abode.—All persons are to be enumerated at their *usual place of abode* on the Census Day, January 1. This is the most important and difficult question with which the enumerator will be confronted, and since it is desirable in order to assure as correct a tabulation of the results of the census as possible, that the same rules be observed uniformly by enumerators throughout the state, it is necessary that the following suggestions be carefully heeded. The simplest definition of "usual place of abode" is the place where a person may be said to "live" or "belong" or the place which is his home. As a rule this is not the place where he works or eats, but *where he regularly sleeps.* Note, however, that where a person happens to sleep at the time of the enumeration may not be the place *where he regularly sleeps.* Note also, on the other hand, that certain classes of the population have *no regular place of abode,*—for example, tramps, wayfarers, lodgers in cheap one-night lodging houses, so-called (see Paragraph 6), laborers in construction camps; also certain persons whose entire time practically is spent in travel and who may have no permanent home. All such persons should be enumerated *where found.*

5. Persons Absent on the Census Day.—There will be a certain number of persons having their usual place of abode in your district who will be absent at the time of the enumeration, and whose immediate return is not expected, but who should, nevertheless, be included in the population of the district and for whom enumerators must obtain all the information possible from those members of the family who may be found at home. Such persons shall include members of the family who are serving in or with the armed forces of the United States, or who are away from home on a visit or on business, or attending school or college, or traveling for pleasure, or temporarily in a hospital or are away in the service of the Peace Corps. Before completing the enumeration of a family, *enumerators should inquire, in all cases, whether there are any absent members* as above described.

6. Tramps and Wayfarers.—Each enumerator should visit, on the evening of January 1, every lodging place for tramps and wayfarers in his district (including cheap "one-night" lodging houses, so-called, city or town infirmaries, wayfarers' lodges, police station houses, "lock-ups," etc.) and enumerate the persons temporarily lodging there not having a regular place of abode, as well as, of course, those living there regularly. If the superintendent or keeper and his family do not reside on the premises, do not include them in this numeration, *as they will be taken at their home.*

7. Students at School or College.—If there is a school, college, or other educational institution in your district only those students who have *no usual place of abode other than at such educational institution* should be enumerated as one of the school family. These will normally be very few in number. Massachusetts residents attending schools whether inside or outside of Massachusetts will be enumerated with their families. Non-Massachusetts residents attending Massachusetts schools should not be enumerated at all.

8. Servants.—Servants, laborers, or other employees who live with the family and sleep in the same house or on the premises should be enumerated with the family.

9. Boarders and Lodgers.—Boarders or lodgers should be enumerated at the place where they room or lodge,—regardless of whether they eat any or all there meals there,—if they are there permanently or for reasons of a permanent nature; for instance, if this be their usual place of abode while engaged in their regular occupation or business.

10. Patients In Hospitals.—Patients in Army, Navy, public or

private hospitals are usually there for temporary treatment only and all such should be enumerated as of their usual place place of abode; but any patient, whether suffering from a chronic disease or not, who can claim no other usual place of abode should be enumerated as residing at the hospital and one of the hospital family.

11. **Inmates of Prisons, Asylums, and Institutions other than Hospitals.**—If their is within your district a prison, reformatory, or jail, city or town infirmary, an asylum or "home" (sometimes called hospital) for the insane, orphans, blind, deaf, incurable, or feeble-minded, a soldiers' home, a home for the aged, or any similar institution in which inmates usually remain for long periods of time, all the inmates of such an institution should be enumerated as of your district. It is to be especially noted that in the case of jails the prisoners should be there enumerated however short the term of sentence.

12. **Persons Outside of your City or Town at Time of the Enumeration.**—Any person who is a member of a family living in your district, but who is outside of your city or town temporarily at the time of the enumeration, should be enumerated as of your district. It does not matter how long the absence outside of your city or town is continued provided the person intends to return.

13. **Persons Engaged in Railway Service or Traveling and City and Town Firemen.**—Railroad men, fishermen, expressmen, railway mail clerks, sailors on merchant ships, traveling salesmen, persons traveling in the employ of the national or state government, and the like, usually have homes to which they return at intervals and which constitute their usual place of abode within the meaning of the census. *If their homes are in your district,* they should be enumerated there, even though absent on January 1; you should also enmerate all such persons found in your district who have no regular place of abode elsewhere. Sailors and fishermen on voyages are to be reported at their land homes, no matter how long they have been absent, if they are supposed to be still alive. *City and town firemen* should be enumerated with their families unless the fire house where they are assigned is their only place of abode.

14. **Soldiers, Sailors, Marines, Air Corps and Others in the Armed Forces of the United States and Members of the Peace Corps.**—Enumerators should ask the following questions of every person who furnishes information: Are there any members of your family, or persons who formerly lived with you serving in or with the armed forces of the United States or with the Peace Corps? This will include all persons

in the Army, Navy, Marines, Air Corps, Coast Guard, Merchant Marine or Peace Corps. All such persons are to be enumerated whether located in or outside of Massachusetts if they are presumed to be alive on January 1, 1965.

15. Military or Naval Reservation.—If there is within your district a military or naval reservation sometimes called army camps, etc., or any place under control of the Federal government, enumerate all civilians and such military or naval personnel who claim no other place as their usual or permanent place of abode.

PERSONS NOT TO BE ENUMERATED BY YOU.

16. Persons Living Elsewhere.—There will be a certain number of persons present and perhaps lodging and sleeping in your district at the time of the enumeration who do not have their usual place of abode there. These *you* should *not* enumerate. It must be assumed that they will be enumerated elsewhere. You should *not,* therefore, *unless it seems practically certain that they will not be enumerated anywhere else,* enumerate or include with members of the family you are enumerating any of the following classes:—

Inmates of institutions.—Any person who was formerly in your district, but since has become a recognized inmate of an asylum, city or town infirmary, home for the aged, reformatory, prison, or any other institution in which the inmates may remain for long periods of time.

Officers and crew of a foreign ship temporarily stationed in Massachusetts waters.

Persons merely visiting with the family.

Persons who take their meals with this family but lodge or sleep elsewhere.

Servants, apprentices, or other persons employed and working in the house or on the premises, but not sleeping there.

Soldiers, sailors and marines and members of the armed forces who have some other usual or permanent place of abode are to be treated as visitors, regardless of whether they are living on a military or naval reservation or with this family.

Students at boarding schools, colleges, and other institutions of learning located within your district, unless the same is regarded by them as their usual place of abode.

Transient boarders or lodgers who have some other usual or permanent place of abode.

THE FAMILY CARD

17. **City Ward — Town Precinct.**—Enter here the number of the ward of the city or the number of the precinct of the town (if the town is divided into precincts) where the enumeration is being made.

18. **Residence (Street and Number).**—Enter here the street and number of the residence of the person being enumerated, as 41 *Mt. Vernon St.,* 10 *Bellevue Ct.,* etc. If a house is in the rear of another one fronting on a street and has no number of its own, give it the same number as the front house and add the word "rear." If you have in your district a public or private institution, such as a hospital, asylum, "home" for the aged or infirm, school or college dormitory, jail, etc., the occupants of which according to your instructions you are expected to enumerate—or if your entire district comprises one such institution, as may be the case,—the name of the institution should be entered here.

19. **City or Town.**—Enter here the name of your city or town. Be sure to do this on each and every card.

20. **Family Card,**—If there are more than seven people living in the family you are enumerating and you, therefore, require more than one card to enumerate the family, be sure to number consecutively, in the space marked "Family Card," all the cards used for the same family.

21. **Last Name.**—Enter here the name of the family or person being enumerated as "Jones." Where the name is the same you may use ditto marks. Print plainly every letter and spell correctly every name so that your work can be more easily verified.

22. **First Name and Initial.**—Enter here the first name in full; do not abbreviate it. The middle name need not be written in full, but its initial must be written correctly, as "John F."

23. **Sex.**—Enter here "M" for male and "F" for female.

24. **Age at Last Birthday.**—This question calls for the age in completed years at last birthday preceding the Census Day, January 1, 1965. In case of children *not yet one year old on* January 1, 1965, the age should be indicated in completed months, expressed in fractional twelfths of a year, for example:—under one month old 0/12, one month old, 1/12, seven months old 7/12, etc.